

City of Des Moines, Iowa
Travel Reimbursement Request
Do NOT Duplicate

TR2

Name: Rodrigo Santizo
Position: Sergeant, SRO Unit
Department: Police Dept.
Meeting Sponsor: Axon (Taser)
City/State: New York City, NY

Date Of Request: 10/12/2017

Dates Travel Authorized

From 10/1/2017
To 10/7/2017

Expenses:

Reimbursement Requested For:	Day Date	Sunday 10/1/2017	Monday 10/2/2017	Tuesday 10/3/2017	Wednesday 10/4/2017	Thursday 10/5/2017	Friday 10/6/2017	Saturday 10/7/2017	Line Totals
Transportation Other than Air Travel									
Air Transportation		25.00	0.00	0.00	0.00	0.00	0.00	25.00	50.00
Lodging		220.37	220.37	220.37	220.37	220.37	220.37	0.00	1,322.22
Meals:†									
Breakfast		6.00	6.00	6.00	6.00	6.00	6.00	6.00	42.00
Lunch		9.00	9.00	9.00	9.00	9.00	9.00	9.00	63.00
Dinner		19.00	19.00	19.00	19.00	19.00	19.00	0.00	114.00
Local Transportation		81.68	0.00	0.00	0.00	0.00	0.00	0.00	81.68
Telecommunications									
Registration Fee		899.00							899.00
Reimbursable Totals		1,260.05	254.37	254.37	254.37	254.37	254.37	40.00	2,571.90
Air Travel Charged Through City Travel Agency ††									411.00
									2,982.90

Total Expenses:

2,982.90

[Signature] 10-20-17
Certification Of Person Making Request / Date

Wungert 10/19/17
Department Director's Approval / Date

† Use an asterisk (*) to Indicate meals sponsored by the convention or meeting.
†† No warrant necessary.

Account to be Charged

Account	Organization	Project
628650	PSA 26000	

Finance Department Auditor's Approval

Date

For City Treasurer's Use Only

Voucher # _____

Amount Advanced

Amount Of Unspent Advance Repaid

Net Advance

Amount Reimbursed

Balance Due from Traveller

Date: 10-24-17

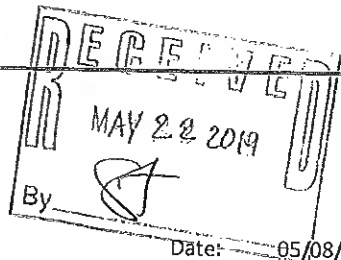
Check #: 445870

Date: _____

Check #: _____

100.32

City of Des Moines, Iowa
Travel Reimbursement Request
(after January 1, 2019)



TR 2

Name: Rodrigo Santizo

Position: Sergeant

Department: Police

Meeting Sponsor: Axon

City: Phoenix

State: AZ

Meeting Dates		Dates Travel Authorized	
From	To	From	To
05/02/2019	05/06/2019	05/01/2019	05/06/2019

Net Trip Cost to City
\$ 3,583.64

Non-City Subsidy: Organization:
In-Kind (airfare, lodging, regist., meals):

Cash Reimbursement:
Total Costs by Non-City:

Expenses:

Transportation

Airfare; Ticket Charge
City Vehicle (gas expense)
Private Vehicle

miles at \$0.58

Car Rental

Please include original detailed receipt.

Lodging

Please include original detailed lodging receipt.

Registration

Meals

56.00 Per diem rate

0% Day Trip of 12 hours or more:

Y/N

N

1 First Day of Travel

4 Full Day

0 Number of Personal Days

1 Last Day of Travel

Number of Meals provided by Hotel/Sponsor/Conference:

0 Breakfast

0 Lunch

0 Dinner

or

0 Full Day

N/A

308.00

Miscellaneous Expenses

Please include original detailed receipt for any miscellaneous expenses.

Luggage (Return flight only)

\$ 30.00

Car Rental Fuel

\$ 7.02

\$ -

N/A

37.02

Account to be Charged

Organization	Object	Project
PD225000	528650	

2,099.60

1,484.04

Grand Total:

3,583.64

Certification of Person Travelling: [signature]

Date: 5-21-19

Department Director Approval: [signature]

Date: 5/23/19

Finance Department's Approval: [signature]

Date: 5-29-19

Amount Advanced:

Amount of Advance Repaid:

Net Advance:

Balance Due from Traveler:

Voucher #:

Amount to be Reimbursed: 389.83 5-29-19